

~~SECRET~~

SECURITY INFORMATION

~~CONFIDENTIAL~~

JAN 23 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request For Two Additional Positions to the
Administrative Staff, DD/P

25X1A9a

1. It is recommended that the request for the addition of two Administrative Officers at the GS-14 level, in the Administrative Staff, DD/P, be approved. Increased work load and administrative detail which has developed within the Administrative Staff of the DD/P makes it necessary to provide for full time assistance to Mr. [REDACTED] Administrative Officer for personnel and career management, and to Mr. [REDACTED] Administrative Officer
25X1A9a for budget, fiscal, organization and methods management.

2. Total number of positions allotted by the DDP, including
25X9A2 these two, is [REDACTED]

3. The above request has the approval of the Comptroller.

25X1A9a

[REDACTED]

Assistant Director (Personnel)

Action by Approving Authority:

Date 23 Jan 53

Approved (~~Disapproved~~),
~~exceptions, if any~~

FOIAb3b

[REDACTED]
Assistant Deputy Director
(Administration)

BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 2-NO CHANGE
IN CLASS! (DECLASS) CLASS CHANGED TO: TS S
NEXT REV DATE: 8-5-79
NO. PGS 3
REV CLASS C
REV COORD. [REDACTED]
AUTH: HR 70-3
23 JAN 1953
DOC. 032
CLASS S

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